



ADMINISTRATIVE PROCEDURES

SUBJECT: HOME INSTRUCTION

In accordance with Regulation 298, “Operation of Schools” [Section 11(11)], a principal, subject to the approval of the appropriate supervisory officer, may arrange for home instruction to be provided for a pupil where:

- (a) medical evidence that the pupil cannot attend school is provided to the principal; and
- (b) the principal is satisfied that home instruction is required.

Medical evidence consists of a signed statement from a qualified medical practitioner, including but not limited to, psychologists, psychiatrists and medical doctors. Medical evidence should consist of the clear and simple signed statement that “(student’s name) is unable to attend school for medical reasons,” the reason for the absence and the approximate dates between which the student will require Home Instruction.

The primary objective of Home Instruction is to provide temporary academic support in an effort to minimize the effect of absence from regular classes. It is a bridge strategy designed to support the student who is unable to attend school due to illness during their transition back to regular attendance at school. It is not designed to provide long-term academic support to students during prolonged absence from school. The Home Instruction program is the responsibility of the home school. This administrative procedure provides the framework that co-ordinates the efforts of the local school and the teacher of the homebound or hospitalized student.

1. Principals are responsible for identifying and recommending candidates for Home Instruction by completing Part A of Appendix 1 and submitting the request to the Superintendent responsible for Home instruction.
2. Students who will be absent from school for a minimum of four weeks, up to a limit of eight weeks, and have medical evidence, are eligible for Home Instruction:
 - (a) Home Instruction may be granted for extenuating circumstances lasting fewer than four weeks, at the discretion of the Superintendent.
 - (b) Students with infectious diseases are not eligible for Home Instruction during contagious stages, unless the home instruction can be carried out virtually.
 - (c) Pregnancy, unless there are medical complications, is not considered eligible for Home Instruction.
3. When a request is made to extend Home Instruction beyond eight weeks in duration, the following steps shall be taken:

- (a) Updated medical evidence will be provided to confirm the need for the student to continue to be absent from school
 - (b) Part B of Appendix 1 will be completed in consultation with the Superintendent responsible for Home Instruction and others as deemed necessary
 - (c) A decision will be made and communicated to the parent as to whether Home Instruction will continue, or an alternative program placement for the student will be arranged
 - (d) If the decision is to continue Home Instruction, approval will be granted for an extension of no longer than four weeks, and may be renewed for subsequent four-week periods as necessary, conditional upon medical evidence
4. Schools are responsible for completing the appropriate application form (See Appendix 1), securing the required medical documentation, arranging for a Home Instruction teacher and forwarding the completed form and documentation to the Superintendent responsible for Home Instruction. Schools should keep a copy of the application material on file in the school office.
5. The Superintendent responsible for Home Instruction, or designate, will notify the school, upon approval, and a copy of the approved application will be returned to the school.
6. Once approval for Home Instruction has been received, the principal will hire an appropriate teacher and provide them with a Home Instruction Time Sheet (See Appendix 2). Completed timesheets should be submitted to the Administrative Assistant to the Superintendent responsible for Home Instruction for approval. Those teachers hired for Home Instruction must be listed on the district occasional teacher list or be a current contract teacher with the Board in the appropriate panel (ie ETFO for elementary students and OSSTF for secondary students). The principal should ensure that the Home Instruction teacher understands their responsibilities (See Appendix 3). Principals are asked to contact the Administrative Assistant to the Superintendent responsible for Home Instruction to provide the name and phone number of the Home Instruction teacher that has been hired.
7. The principal is responsible for the educational program while the student receives Home Instruction. Schools are not responsible for providing Home Instruction for all subject areas offered during the regular school day. It is up to the principal to determine the appropriate areas of instruction to be offered within a maximum time period of six hours per week. The principal may appoint a member of staff to co-ordinate the following arrangements:
 - (a) compilation of work to be covered
 - (b) liaison to the Home Instruction teacher
 - (c) liaison to the parent when initiating Home Instruction (if the instruction is to take place at a local hospital, suitable arrangements should be made through the hospital)
 - (d) notification to parents regarding home responsibilities when instruction is taking place (See Appendix 4)
 - (e) notification to central office (Administrative Assistant to the Superintendent responsible for Home Instruction of termination of Home Instruction.
8. The Home Instruction teacher will liaise with the school and parents to arrange the program, time of instruction and setting. Arrangements should be made for instruction to be provided in a setting other than the student's residence, such as a local library or other public space. If circumstances warrant, Home Instruction may be provided in a selected location at the home school. If Home Instruction is to be provided in a student's residence, the Superintendent

responsible for Home Instruction must approve the circumstance. In all cases the Home Instruction teacher needs to feel safe and secure in fulfilling their role.

9. Should the student not participate in Home Instruction for an extended period of time the Home Instruction teacher, in consultation with the principal, should complete a “Home Instruction – Communication” form (See Appendix 5) to provide the home school with a status report as of cessation of instruction. The form will be forwarded to the home school principal. The home school principal will complete Part C of Appendix 1 and forward to the Administrative Assistant to the Superintendent responsible for Home Instruction.
10. Home Instruction teachers may supervise necessary exams and tests that are to be provided by the classroom teacher. All student evaluations and credit recommendations are the school’s responsibility.
11. Where the student is provided with Home Instruction, the pupil’s attendance is to be recorded in the same manner as if the pupil were attending school. The student is not considered absent from school for the duration of the program, and therefore, he or she is not recorded as “absent” on the attendance register. The comment “Home Instruction from _____ to _____” is to be entered in the Student Notepad area of the Student Information System.
12. A student who qualifies for Home Instruction may receive up to a maximum of six (6) hours of individual instruction per week. This may be modified to a greater or lesser number of hours by the Superintendent, if circumstances warrant.
13. Home Instruction will be terminated when the:
 - (a) reason for placement on Home Instruction no longer exists and the medical practitioner has given permission for the student to return to school
 - (b) student is no longer able to receive instruction because of a deterioration of the student’s medical condition
 - (c) parent(s), guardian(s) and/ or pupil are no longer co-operative
 - (d) Home Instruction teacher’s sense of personal safety or well-being is compromised

When the principal determines that any of the above situations apply, the principal should notify the parents of the date of termination, complete Part C of Appendix 1 and forward to the Administrative Assistant to the Superintendent responsible for Home Instruction.

Implementation Date: September 15, 1999
Revised: September 11, 2002, June 3, 2008, October 1, 2013, September 28, 2020
Reference: Ontario Regulation 298

APPENDIX 1



HOME INSTRUCTION APPLICATION

Part A – Application for Home Instruction

School:	
Principal:	Date:
Student:	Grade:
Sex: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	Date of Birth:
Address:	
Telephone:	
Reason for Referral:	
Medical Evidence: <input type="checkbox"/> Confirmed <input type="checkbox"/> Confirmation to follow	

PROGRAM		
<i>(To be completed following Superintendent approval.)</i>		
HOME INSTRUCTION TEACHER	TELEPHONE NUMBER	SUBJECT(S)
	- -	
DATE INSTRUCTION TO COMMENCE:		
ESTIMATED DATE INSTRUCTION TO TERMINATE:		

Approval:

Principal

Date: _____
Year Month Day

Superintendent of Education

Date: _____
Year Month Day

Part B – Request to Continue Home Instruction

Home Instruction continuation for the above student requested beginning:		
Medical Evidence: <input type="checkbox"/> Confirmed <input type="checkbox"/> Confirmation to follow		
Reason for requested extension:		
Anticipated date of return:		
PROGRAM		
(To be completed following Superintendent approval.)		
Home Instruction Teacher	Telephone Number	Subjects
	- -	

Approval:

_____ Date: _____
 Superintendent of Education Year Month Day

Part C – Termination of Home Instruction

Home instruction has been terminated/completed for the above student.
Reason for termination/completion:
Date terminated/completed (i.e. date of last visit):

Approval:

_____ Date: _____
 Principal Year Month Day

_____ Date: _____
 Superintendent of Education Year Month Day

Home Instruction

Teacher Employee Id No.: _____

Employee Name: _____

Month of _____

School Code	Week	Date				Hours Worked	Student Name	School Name	Signature of Parent/Guardian	(For Office Use Only)
		M	M	D	D					
	M									
	T									
	W									
	T									
	F									
	M									
	T									
	W									
	T									
	F									
	M									
	T									
	W									
	T									
	F									
TOTAL NO. OF HOURS FOR THIS PAY PERIOD							SUPERINTENDENT SIGNATURE: _____			
							HOURLY RATE			
							TOTAL PAID			

Signature of Home Instruction Teacher

Date

INSTRUCTIONS:

1. An entry should be made for each day worked.
2. Pay period dates are 1st – 15th and 16th – last day of month. Complete fully and send to Jane Kovar at CREC for each pay period for Superintendent approval.

NOTE: Approved timesheets must be received by Payroll Department in Sarnia within 2 working days after cut-off in order to be processed in next payroll. **DO NOT HOLD TIMESHEETS.**

APPENDIX 3**LAMBTON KENT DISTRICT SCHOOL BOARD****DUTIES OF THE HOME INSTRUCTION TEACHER**

1. Contact the school office to arrange a meeting with classroom teacher(s) to obtain texts and subject information. Lesson preparation is the responsibility of the Home Instruction teacher in consultation with the classroom teacher. The Home Instruction teacher's understanding of the classroom teacher's planned evaluation of curriculum is necessary for their lesson preparation and learning assessment practices.
2. Contact the parents to arrange suitable hours and location for instruction.
3. Discuss, on a regular basis, the student's program with the classroom teacher.
4. Tutor the student for the designated number of hours per week (not to exceed 6 hours per week).
5. Provide a written assignment sheet for the student outlining homework to be completed before the next scheduled session. Retain these outlines for assistance in preparing the "Home Instruction - Communication" form upon the case termination.
6. Supervise examinations and tests provided by the classroom teacher when necessary.
7. Return examinations and tests to the classroom teacher for marking.
8. Complete the "Home Instruction - Communication" form for students who have not participated in Home Instruction for an extended period of time or at the school's request and forward to the school office.
9. Forward the signed "Home Instruction Teacher Timesheet" to the Administrative Assistant to the Superintendent responsible for Home Instruction.

APPENDIX 4

LAMBTON KENT DISTRICT SCHOOL BOARD

PARENT INFORMATION FOR HOME INSTRUCTION

STUDENT: _____ DATE: _____

HOME INSTRUCTION TEACHER NAME: _____

HOME INSTRUCTION TEACHER Phone #: _____

1. Students eligible for Home Instruction will receive a maximum of six (6) hours of individual instruction per week.
2. Parents or guardians are asked to liaise with the Home Instruction teacher to arrange for location and times(s) of instruction.
5. Set aside a certain time each day in which the student is to complete assigned work. Check to see that the student has completed all assignments.
6. School books and other materials left for the student's use must be returned to the school in good condition when the student returns to school.
7. If for any reason you need to cancel a class, please call _____, your child's home instruction teacher (Phone #: _____).
8. Should you have questions regarding Home Instruction please contact the school office.

School Contact: _____

APPENDIX 5



**HOME INSTRUCTION -
COMMUNICATION**

STUDENT:
SCHOOL:
HOME INSTRUCTION TEACHER:
DATE INSTRUCTION BEGAN:
DATE INSTRUCTION TERMINATED:

SUBJECT:
COMMENTS:

SUBJECT:
COMMENTS:

Signature - Home Instruction Teacher